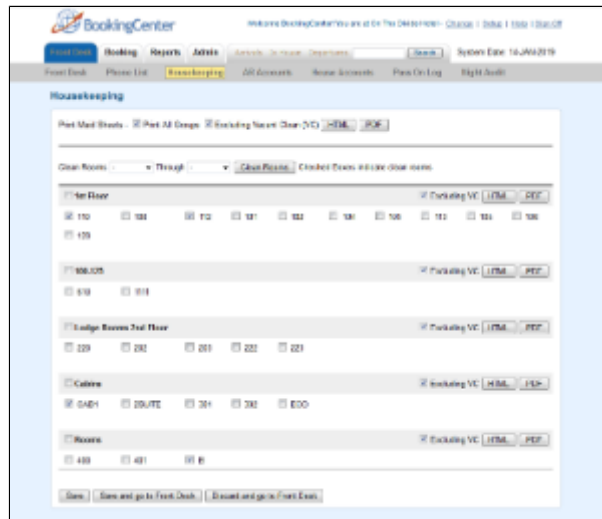


Admin | Housekeeping

The Admin - Housekeeping function makes it easy to organize Rooms into Groups and customize the Housekeeping area on the Front Desk.

Create Groups by building, floor, housekeeper name or any other customized name that works for your property.

These customized Groups make it easy to print Maid Sheets for each Housekeeper and will also customize the display in FRONT DESK | HOUSEKEEPING with Rooms sorted into each Group.



- Then, select the units you want to add to the group by putting a check mark next to the unit.
- Then, click "Add to Existing Group", select the Group and click Add.
- To remove a unit from a Group.
- Uncheck the units you want to remove.
- Then, click Update Group

Add Unit to Group

The screenshot shows the 'Group Rooms For House Keeping' interface. Under 'ROOMS TO VIEW', there is a table of room numbers (101, 102, 103, 104, 105, 106, 107). Below this, the 'Add to Existing Group' button is highlighted with a callout box that says: "To add a unit to an existing Group, select the unit and click Add." The 'Add to Existing Group' button is located next to the 'Add to New Group' button. The 'Add to Existing Group' button is also highlighted with a yellow box.

Remove Rooms from a Group

The screenshot shows the 'Group Rooms For House Keeping' interface. Under 'ROOMS TO VIEW', there is a table of room numbers (101, 102, 103, 104, 105, 106, 107). Below this, the 'Remove from Group' button is highlighted with a callout box that says: "To remove a unit from the Group, uncheck the unit and click Update." The 'Remove from Group' button is located next to the 'Add to Existing Group' button. The 'Remove from Group' button is also highlighted with a yellow box.